

POSITION DESCRIPTION

1. Agency PDCN 70553000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use OFF/WO/ENL

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Specialist (Military)	GS	0201	09	rrrh	06 Apr 04

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force Headquarters (State)	c. Third Subdivision -Manpower & Personnel Directorate (J-1) d. Fourth Subdivision -Military Personnel Office e. Fifth Subdivision -Recruiting and Retention Branch

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action RENA R. HUNT Human Resources Specialist (Classification) Signature _____ Date 06 Apr 04 //SIGNED//	22. Standards Used in Classifying/Grading Position U.S. OPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec, 2000, U.S. OPM Introduction to Position Classification Standards, dated Aug, 1991. Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-J1-TNC, CRA 04-1012, dated 06 Apr 04

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION

This position is located in the Recruiting and Retention Branch of the Army National Guard (ARNG). The purpose of the position is to serve as program support to the Army Medical Department (AMEDD) Strength Manager. The mission is to adhere to the three tenets of the Strength Maintenance Program: recruitment, retention, and attrition of all Health Care, Chaplain, and Staff Judge Advocate (SJA) professionals within the state.

b. DUTIES AND RESPONSIBILITIES

(1) Provides technical guidance and procedural support to the AMEDD Strength Manager, Recruiting & Retention Manager, Officer Strength Manager, Military Personnel Office (MILPO), State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, commanders, unit personnel, field recruiters, and healthcare ministry and legal professionals. Carries out specific projects to accomplish the technical support missions of the AMEDD Strength Office and in the absence of an AMEDD Strength Manager ensures AMEDD mission requirements are met. Advises commanders, unit personnel and applicants on regulatory requirements of the programs and develops letters of instruction. Reviews, interprets, and implements policies, directives, and other issuances by Department of Army (DA), National Guard Bureau (NGB), United States Army Recruiting Command (USAREC) and outside control agencies for applicability to activities. Takes appropriate action to comply with directives or refers the matter to the AMEDD Strength Manager, Recruiting & Retention Manager, MILPO, and State Surgeon/Deputy State Surgeon for action.

(2) Participates in developing and implementing written policies and guidelines pertaining to recruiting and retention programs for AMEDD, Chaplain, and SJA positions such as local regulations and Standard Operating Procedures (SOPs). Maintains copies and updates all applicable AMEDD, Chaplain and SJA recruiting and retention guidelines. Applies fundamental military human resources management principles, practices, and techniques of recruitment and retention. Evaluates the effectiveness of the specific recruiting and retention programs (AMEDD, Chaplain, or SJA) to identify trends and suggest corrective measures to increase strength, and the ability to pinpoint program deficiencies and recommend possible solutions to AMEDD Strength Manager.

(3) Coordinates and participates in recruiting efforts both locally and nationally at recruiting events such as medical conferences, medical school and dental school programs. Reviews demographic areas for targeting of desired specialties. Conducts on site visits to answer questions, resolve problems, and assist at state and national conferences to recruit new applicants. As required, the incumbent is assigned to portions of the recruiting campaigns and conferences to assist in planning displays. Participates in the development of advertising concepts for AMEDD, Chaplain, and SJA officers to be implemented by state and possibly at a national level. Monitors local advertising activity and reviews coordination of specialty branch information activity to include lead retrieval. Evaluates the effectiveness of the recruiting efforts and suggests

alternate events to increase strength. Determines the budget requirements for travel, advertising, and office requirements. Maintains statistics on healthcare, legal and ministry recruiting programs and workload data for reporting recruiting activities to the AMEDD Strength Manager, Recruiting & Retention Manager, and NGB.

(4) Serves as a principle point of contact for applicants and other interested parties during the recruiting and application process. These contacts require a high level of interpersonal skills that are essential to the functions of this position. Determines eligibility of applicants and screens-out candidates who do not meet program requirements. Determines which programs the applicant may be eligible for based on qualifications, specialty, level of education, professional credentials, experience and interest. Makes initial estimates of rank and pay, as the appropriate national review board will make the final determination when reviewing the commissioning packet. Estimates are based on facts provided by the applicant, such as graduation from medical school, years of specialty training completed (internship and residency), and prior military service. Accomplishes required processing of applicants' packet, after initial contact by the AMEDD Strength Manager. Prepares various waivers when required as part of the officer accession packet. Ensures that the packet is complete and it includes all of the required documents i.e., licenses, education, experience, training, professional affiliations, and malpractice insurance carrier data for the local, state and NGB levels for credentialing of AMEDD, SJA, and Chaplain candidates. Conducts prime source verification on all licenses, malpractice insurance, clinical privileges, civilian education and board certifications with appropriate local, state, and national accrediting bodies/boards/commissions. Investigates, verifies, and reports data on applicant's professional privileges and or appointments. Investigates and resolves discrepancies when information provided by the applicant is contradictory to information obtained from verification sources. Resolution of these discrepancies requires excellent investigative and communicative skills as well as judgment because the information sought may be sensitive and/or derogatory and not readily obtainable. Submits the completed commissioning packet to NGB and the state for Federal Recognition Boards. Completes and submits applications for enrollment in the incentive programs to the appropriate branch. Must be thoroughly familiar with statutory requirements and regulations in order to determine, advise, assist, enroll, and track AMEDD healthcare professional for incentive programs whose total cost per eligible officer can exceed \$80,000.

(5) Provides monthly reports and regular updates to the AMEDD Strength Manager, Recruiting and Retention Manager, NGB and/or Credentialing Officer to advise on the status of accessions or losses of the various career fields. Provides assistance, as requested by the AMEDD Strength Manager, to the Credentialing Officer. Ensures current directives and publications concerning credentialing issues (i.e. promotion, mobilization, special pays, etc) are made available to the Credentials Officer in a timely manner. Works in concert with the AMEDD Strength Manager to ensure active liaison between existing and potential members to achieve quality control of medical certifications and credentialing.

(6) Prepares requests for the conditional release of applicants from other military services or transfers between states. Requests applicants' prior military service

records. Upon the absence of the AMEDD Strength Manager, completes the medical prescreening and arranges for Military Entrance Physical Examination and required professional interviews for the applicant. Coordinates potential military assignment with the AMEDD Strength Manager, Recruiting & Retention Manager, MILPO, medical unit commanders, and State Surgeon/Deputy State Surgeon, as appropriate.

(7) Coordinates with the state retention programs for health care professionals, ministry and legal professionals. To enhance the retention of health care professionals, the incumbent coordinates and provides administrative assistance in ensuring appropriate documentation is submitted to the AMEDD Strength Manager, Recruiting & Retention Manager, unit commanders; state Military Human Resource Management Office; Plans, Operation, and Training Office; MILPO; State Surgeon/Deputy State Surgeon. This ensures the smooth operation and application of such programs as the retention bonus program, special pay, continuing medical education, sponsorship, and clerkships programs.

(8) Composes and prepares a variety of correspondence directed to local, national, civilian, military, professional groups, associations, and educational institutions concerning recruitment and educational programs in response to inquiries as a part of healthcare, ministry and legal advertising campaigns.

(9) Performs other duties as assigned.

c. FACTOR DISCUSSIONS

Factor 1 – Knowledge Required by the Position

--Knowledge of, and skill in applying, fundamental military human resources management principles, practices, and techniques of recruitment and retention. Possesses the ability to evaluate the effectiveness of the AMEDD recruiting and retention program to identify trends and suggest corrective measures to increase AMEDD strength; and the ability to pinpoint program deficiencies and recommend possible solutions to AMEDD strength manager.

--Knowledge of NGB military human resources recruitment principles and personnel policies to participate in the development of written guidelines such as local regulations and SOPs pertaining to AMEDD, Chaplain and SJA recruiting and retention programs.

--Knowledge and skill in applying basic military principles, practices and procedures and regulations in administering specialized military recruitment and retention programs for healthcare, ministry, and legal candidates. An in-depth knowledge of all aspects of the various programs is required to answer questions with factual and up-to-date information to promote the programs.

--Ability to communicate effectively with applicants, supervisors, management, and state healthcare, ministry, and legal professionals.

--Comprehensive working knowledge of the credentialing/privileging processes and procedures.

--Knowledge of the military missions and organizational structures of the various units within the state.

--Knowledge of computers and computer software applications sufficient to update and retrieve information in personnel database programs as well as to generate forms or correspondence.

Factor 2 – Supervisory Controls

Works under the general supervision of the AMEDD Strength Manager and/or Recruiting Retention Manager. Due to the supervisor's extended travel, performs the duties and responsibilities with extended periods of independence. The incumbent works independently within generally established policies and procedures; resolves common problems in accordance with instructions, policies, and guidelines; and refers only the most difficult and unusual problems to the supervisor. The work is not normally reviewed in detail but is reviewed for compliance with regulations and policies, effectiveness of approach, and technical soundness. Applies regulatory interpretations of military regulations, policies, and standard operating procedures (SOPs). Exercises authority and responsibility to accomplish all AMEDD, SJA and Chaplain procurement functions during the AMEDD Strength Manager's absence. Ensures that all procurement work is documented. The employee exercises the highest level of confidentiality as he/she may deal with documents and information that is extremely sensitive. Ensures that inquiries have a "need to know" basis and applicants have granted permission for the sharing of information outside of the normal procurement process.

Factor 3 – Guidelines

Guidelines consist of a wide variety of reference materials to include Department of Army (DA) regulations, pamphlets, NGB regulations and guidance, AMEDD SOPs, state regulations and policies, etc. The incumbent uses judgment in researching, choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues.

Factor 4 – Complexity

The incumbent provides support to the AMEDD Strength Manager, but in the absence of an AMEDD Strength Manager, ensures mission requirements will be met. Complexity is found in recruiting for positions in remote locations of the state and for specialties that are difficult to fill and retain with eligible, competent, and qualified individuals. The employee determines the most effective technical approaches to problems during the application process. Recruitment plans and strategies developed must attract healthcare, ministry, and legal personnel and also meets the needs of the unit. Advice given involves consideration of various options or alternatives that will provide a desired career pattern for the applicant, as well as meet the procedural and

regulatory requirements. Verifies and assesses relevant facts from several sources, examines documentation, ensures commissioning packets and credentialing information are in compliance with applicable rules, regulations, and procedures. Credentialing issues involve coordination with the AMEDD Strength Manager, State Surgeon/Deputy State Surgeon or Credentialing Officer. Investigates and resolves discrepancies involving contradictory information which may be sensitive and/or derogatory in nature.

Factor 5 – Scope and Effect

This position provides management advisory services, technical guidance, and assistance, and is responsible for resolving a variety of conventional issues and problems associated with the recruitment and retention of military personnel for the healthcare, theological and legal programs. Incumbent evaluates the effectiveness of the professional recruiting and retention program and identifies trends that will provide suggested corrective actions to the AMEDD Strength Manager, or in their absence, the Recruiting and Retention Manager.

Insufficient numbers of personnel for these programs have the potential to negatively impact the performance of annual training periods, mobilizations, and unit readiness throughout the state. Ineffective credentials review and clinical privileging has the potential to impact the quality, service, and medical readiness for the state.

Factor 6 - Personal Contacts

Factor 7 - Purpose of Contacts

A wide variety of contacts are made with personnel outside the immediate office but within the same agency such as the Adjutant General, State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, the general officer commanders, counterparts in other states, and contacts at the National Guard Bureau to include AMEDD, Chaplain, and Legal Offices at NGB, as well as contacts at USAREC. Contacts also include members of the general public when dealing with hospitals, colleges, seminaries, civilian employment personnel, allied health schools, hospital personnel and community and professional association leaders. Other point of contacts includes U. S. Army Reserves, Reserve Officer Training Corps (ROTC) units, various vendors, etc.

The purpose of the contacts is to provide recommendations; gain compliance on specific information relating to packet processing, eligibility, advice, recommendations, etc.; to persuade/influence management to comply with regulatory requirements for proper placement and appointment qualifications required within the specialty branches. The incumbent resolves questions relating to all facets of personnel management, incentives, and eligibility pertaining to the medical, theological, and legal professional programs by clarifying, acquiring or exchanging facts or information needed to complete assignments.

Factor 8 – Physical Demands

The work is sedentary but may require some walking and light lifting of office items. Position requires some travel to, and attendance at, meetings and conferences away

from the work-site as required. Maintains military standards for physical fitness and height/weight standards.

Factor 9 – Work Environment

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

EVALUATION STATEMENT

A. Title, Series and Grade: Human Resources Specialist (Military), GS-0201-09.

B. References:

1. U.S. OPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec. 2000.
2. U.S. OPM Introduction to Position Classification Standards dated Aug. 1991.

C. Background: The new OPM GS-0200 Job Family Standard (JFS) was being applied to positions within the MILPO and Recruiting and Retention. This is a new position description created for use in the Recruiting and Retention organization. The new standard canceled the Military Personnel Management, GS-0205 series, and assigned it to the Human Resources Management, GS-0201 series.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The introduction to Position Classification Standards states that to determine the Pay Plan, it must be determined what the “paramount requirement” of the position is to determine if it belongs to the General Schedule or Federal Wage System (Section IV: Determining Coverage by the General Schedule or the Federal Wage System). A position is subject to the General Schedule (GS), even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work. In this particular position, the primary duty requires knowledge of an administrative nature in the processing of military personnel action requests. Therefore, the General Schedule is the selected pay plan.

2. Series: The GS-0201 Human Resources Management Series covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. The purpose of this position is to assist the AMEDD Strength Manager in the recruiting and retention of medical, legal, and theological applicants for the state ARNG. This recruiting and retention service is a match with the GS-0201 occupational series, and so the position is classified to the GS-0201 series.

3. Title: The basic title for positions classified to the GS-0201 series is Human Resources Specialist. A parenthetical title of “Military” is added combining the specialization in work involving administering, delivering, maintaining, advising on and adapting basic concepts, principles and theories of military HR to the unique organizational, management, and mission requirements of military departments or organizations.

4. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement. **SPECIAL NOTE**: The grade of this position is based on the performance of the first three duties which must be performed at least 25% of the time. The rest of the

duties are of a clerical/technical nature and would be in a different series and at a lower grade level. If the first three duties are not performed or do not meet the 25% performance criteria, then this position description can not be used.

E. Conclusion: Human Resources Specialist (Military), GS-0201-09.

CLASSIFIER: Rena R. Hunt, NGB-J1-TNC

DATE: 06 Apr 04

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED BY THE POSITION	1-6	950	See Analysis Below
2. SUPERVISORY CONTROLS	2-3	275	See Analysis Below
3. GUIDELINES	3-3	275	See Analysis Below
4. COMPLEXITY	4-3	150	See Analysis Below
5. SCOPE AND EFFECT	5-3	150	See Analysis Below
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2c	145	See Analysis Below
8. PHYSICAL DEMANDS	8-1	5	See Analysis Below
9. WORK ENVIRONMENT	9-1	5	See Analysis Below
TOTAL POINTS ASSIGNED:		1955	GRADE: GS-09

Narrative Analysis of Chart

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 950 Pts

This position meets Level 1-6. At this level, work requires knowledge of, and skill in applying, fundamental military human resources (HR) management laws, principles, systems, policies, methods, and practices, as well as interviewing, analytical, and research techniques sufficient to conduct fact-finding and recommend solutions to moderately difficult, but well preceded and/or recurring, issues and problems. The incumbent of this position requires knowledge of, and skill in applying, fundamental military human resources management principles, practices, and techniques of recruitment and retention. The incumbent utilizes knowledge of analytical and evaluative methods and techniques by evaluating the effectiveness of the recruiting and retention program to identify trends and suggest corrective measures; and the ability to conduct informal studies, pinpoint program deficiencies, and recommend possible solutions to the AMEDD Strength Manager.

Level 1-7 is not met by the position. This level requires knowledge of a wide range of military human resources laws, concepts, policies, etc. sufficient to provide comprehensive human resources advisory and technical services. The incumbent of this position is limited to knowledge concerning requirements for recruiting and retention and does not get into the full aspects of military HR.

FACTOR 2 SUPERVISORY CONTROLS

Level 2-3 275 Pts.

Level 2-3 is met where the supervisor outlines problem areas and defines objectives, plans, priorities, and deadlines. Assignments have clear precedents, which require successive steps in planning and execution. The employee at this level independently plans and carries out assignments in conformance with accepted policies and practices; exercises judgment to resolve common work problems in accordance with instructions, policies and guidelines; and brings controversial information or findings to the supervisor's attention for direction. The supervisor provides assistance on controversial or unusual situations that do not have clear precedents; reviews completed work for conformity to policy, effectiveness of approach taken, technical soundness, and deadlines met; and does not review work in detail. In this position, the supervisor outlines or discusses problem areas, defines objectives, plans, and priorities. The incumbent works independently, within generally established policies and procedures, and refers only the most difficult and unusual problems to the supervisor. The incumbent offers recommendations that are usually accepted. The work is not normally reviewed in detail but is reviewed for compliance with regulations and policies, effectiveness of approach, and technical soundness.

Level 2-4 is not met. At this level, the employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages and approaches. The employee determines the most appropriate methods to apply, including the approach to be taken, degree of intensity, and depth of research in management advisories;

frequently interprets regulations on own initiative, applies new methods to resolve complex, intricate, or controversial issues or problems; and resolves most of the conflicts that arise. The supervisor usually does not review methods used. The incumbent in this position does not operate with this degree of freedom from supervision.

FACTOR 3 – GUIDELINES

Level 3-3 275 Pts

Level 3-3 is met by this position. Guidelines at this level include a wide variety of reference materials and manuals. However, they are not always directly applicable to issues and problems or have gaps in specificity. Available precedents outline the preferred approach to more general problems or issues. Judgment is used in researching, choosing, interpreting, modifying, and applying available guidelines to specific staffing problems or issues. The incumbent of this position requires use of a wide range of readily available guidelines that can be directly applied to most situations encountered. Some guidelines have gaps in specificity. Reference materials include DA and NGB regulations, circulars and SOPs. The employee uses judgment in researching, choosing, interpreting, modifying, and applying available guidelines for adaptation to specific recruiting problems or issues.

Level 3-4 is not met. At this level, guidelines and precedents are very general regarding agency policy statements, and judgment is used in deviating from established methods to research trends and patterns, develop new methods and criteria, and propose new policies and practices. Guidelines for military HR, for the type of actions that are performed, would not be considered scarce or inapplicable, and there is not a requirement to develop new methods and criteria or propose new policies and practices.

FACTOR 4 – COMPLEXITY

Level 4-3 150 Pts

Level 4-3 is met by the position. Work at this level consists of applying established analytical techniques to problems and issues of the same type. The employee determines the most effective technical approaches to the problem requiring application of established analytical techniques and methods and standard regulations and procedures; verifies facts, examines documentation, ensures regulatory and procedural compliance, analyzes and reconciles discrepancies or inconsistencies, and researches precedent studies; and/or resolves moderate range of problems or situations requiring use of analytical techniques to isolate and evaluate appropriate precedents, to examine and analyze documentation, to reconcile discrepancies, and to develop supportable conclusions based on standardized research. The work performed by the incumbent in this position consists of the technical aspects of the recruiting and retention function more so than the advisory nature. Work performed involves the recruitment and retention of medical, legal, and theological military personnel and the complexity is found in recruiting for these positions in remote locations of the state and for positions that are difficult to fill and retain with competent personnel. Recruitment plans and strategies developed must attract these specialized personnel and also meets the needs of the unit. Advice given involves consideration of various options or alternatives

that will provide a desired career pattern for the applicant, as well as meet the procedural and regulatory requirements. The incumbent reviews recruiting and retention statistics to determine the effectiveness of the program, identifies trends, and provide suggested improvements. Provides information to management officials dealing specifically with recruiting and retention.

Level 4-4 is not met. At this level, work consists of resolving problems and issues that often involve conflicting or incomplete information and the employee must exercise originality by analyzing and refining existing work methods and techniques. The incumbent of this position is not dealing with conflicting or incomplete data or required to perform this type of analysis.

FACTOR 5 - SCOPE AND EFFECT

Level 5-3 150 Pts

The position meets level 5-3. The work at this level involves application of accepted criteria, principles, and standard methods to resolve a variety of conventional issues and problems. The work influences the decisions made by managers and other employees and affects customer perception of the overall quality and service of the military human resources program. The incumbent of this position applies accepted criteria, principles, and standard methods and is responsible for resolving a variety of conventional issues and problems associated with the recruitment and retention of military personnel for the healthcare, theological and legal programs. Incumbent evaluates the effectiveness of the professional recruiting and retention program and identifies trends that will provide suggested corrective actions to the AMEDD Strength Manager, or in their absence, the Recruiting and Retention Manager.

Insufficient numbers of personnel for these programs have the potential to negatively impact the performance of annual training periods, mobilizations, and unit readiness throughout the state. Ineffective credentials review and clinical privileging has the potential to impact the quality, service and medical readiness for the state.

Level 5-4 is not met because the work does not directly affect the objectives and effectiveness of agency wide (NGB) military HR activities, operations, missions, and programs. The impact of this position, or of the recruiting and retention program, affects only the state where the incumbent is assigned.

FACTOR 6 – PERSONAL CONTACTS & FACTOR 7 – PURPOSE OF CONTACTS

Level 2c 145 Pts

Personal Contacts

The position meets level 2 where contacts are with employees, supervisors, and managers of the same agency, but outside of the immediate office, as well as employees, applicants, and/or the general public, in a moderately structured setting. Contacts within the agency may be at various levels such as headquarters, districts, field offices, or other operating offices at the same location. The incumbent has contacts with the Adjutant General, State Surgeon/Deputy State Surgeon, State

Chaplain, State SJA, the general officer commanders, counterparts in other states, and AMEDD, Chaplain, and Legal contacts at NGB, as well as contacts at USAREC. Contacts with the general public include hospitals, colleges, seminaries, civilian employment personnel, allied health schools, hospital personnel and community and professional association leaders.

Personal contacts at Level 3 are with persons outside the agency, which may include consultants, contractors, or business executives in moderately unstructured settings. Contacts are also with agency officials who are several managerial levels removed from the employee. The role of each party must be recognized or learned during the contact. The incumbent is dealing with contacts that are on a much more structured setting, and contacts are frequent enough that the role and authority are known from the start of the contact.

Purpose of Contacts

The position meets level “c” where the purpose of the contact is to influence managers or other officials to accept and implement findings and recommendation on organizational improvement or program effectiveness. The employee may encounter resistance due to such issues as organizational conflicts, competing objectives, or resource problems.

The incumbent of this position does not meet level “d” where the contact is to present, justify, defend, or negotiate matters involving significant or controversial issues. The incumbent is not required to justify, defend, or negotiate matters.

FACTOR 8 – PHYSICAL DEMANDS

Level 8-1 5 Pts

The work is primarily sedentary, although some slight physical effort may be required. This meets FL 8-1.

FACTOR 9 – WORK ENVIRONMENT

Level 9-1 5 Pts

Work is typically performed in an adequately lighted and climate controlled office. This meets FL 9-1.

FINAL CLASSIFICATION: Human Resources Specialist (Military), GS-0201-09.

CLASSIFIER: Rena R. Hunt, NGB-J1-TNC

Date: 06 Apr 04